



Muscogee (Creek) Nation

Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

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|--|---|------------------------------|----------------------|
| Submitted Date 01/26/2015 | Employee Requisition Number ER-15131 | JOB OPPORTUNITY | |
| Title/Position: SENIOR POLICY ADVISOR (C&HS) | | | |
| Pay Grade MG 9 | Salary Range NEGOTIABLE | Classification Management | |
| Department: SECRETARY OF COMMUNITY SERVICES | Location: Okmulgee | Location Code: 90 | FT/PT 1-Full Time |

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

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| General Summary: | The Senior Policy Advisor serves as a management advisor on the evaluation of the effectiveness, productivity, and efficiency of Community and Human Services programs and management. As the Senior Advisor for the Department of Community and Human Services, the incumbent serves to coordinate and integrate research across programs to enhance program effectiveness. |
| Principal Duties and Responsibilities: | <ul style="list-style-type: none"> • Conducts detailed analyses of complex functions and work processes within budgeting and makes recommendations for the development of programs and tools to enhance program efficiencies. • Counsels and advises the Secretary of Community and Human Services on the development of new initiatives and direction of current initiatives. • Prepares and presents briefings, recommendations and training to the Secretary, Coordinators, Managers, and/or Directors. • Fosters an effective partnership both within Community and Human Services Departments and other Human Services Departments outside of the Tribe to effectively leverage knowledge that will improve Tribal Programs. • Produces, manages and maintains a variety of reports and plans to include, but not limited to spend plans, project plans and performance metrics, etc. • Develops budget process-oriented studies, either performed 'in-house' or by outside consultants. • Develops and provides general and specific training, technical support, and assistance the Secretary, Coordinators, Managers, and/or Directors, for any policy solution. • Serves as advisor to Secretary on alternative means of accomplishing program requirements, assesses economic impact and the timing of alternative program efforts. Plans and directs requirements analysis, assesses future needs for the program elements, and develops and maintains program plans. • Provides strategic advice and overall leadership for program activities, with a focus on coordinating and integrating community and |



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| | <p>human services activities.</p> <ul style="list-style-type: none"> • Represents the Secretary of Community and Human Services, at relevant community and human services conferences, and consultation sessions. • Focuses on developing tools and capabilities that improve the productivity, quality, dissemination, and efficiency of program activities to advance the objectives of the department. • In coordination with office leadership, provides leadership in the formation of stakeholder outreach groups and policy advisement groups. • Formulates strategies and recommendations relevant to making sound policy and management decisions. • Leads special interdepartmental activities including cross-department, integrated information services development, in close coordination with department heads. |
| Minimum Requirements: | Minimum Requirement: Master's degree from accredited college or university or two years related experience and/or training. |
| Preferred Requirements: | Preferred Requirement: Juris Doctor degree from accredited college or university and one year related experience and/or training. |
| Valid Oklahoma Driver's License required? | Yes |
| Please list any additional licenses required: | |

Competencies:

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|--------------------------------|---|
| Customer Service: | Responds promptly to customer needs. |
| Interpersonal Skills: | Maintains confidentiality; Keeps emotions under control. |
| Oral Communication: | Speaks clearly and persuasively in positive or negative situations; Participates in meetings. |
| Written Communication: | Writes clearly and informatively; Able to read and interpret written information. |
| Teamwork: | Balances team and individual responsibilities. |
| Visionary Leadership: | Inspires respect and trust. |
| Ethics: | Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values. |
| Organizational Support: | Follows policies and procedures; Supports organization's goals and values. |
| Quality: | Demonstrates accuracy and thoroughness. |
| Quantity: | Completes work in timely manner. |
| Safety and Security: | Observes safety and security procedures. |
| Attendance/Punctuality: | Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time. |
| Dependability: | Follows instructions, responds to management direction. |



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Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

- ☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.
☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles ☒ Outside weather conditions ☐ Toxic or caustic chemicals
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.